**TASK DESCRIPTION**

**Conversation club volunteer, New Roots – Leeds**

**Location:** Leeds Playhouse, LS2 7UP

**Time commitment:** Min. 2 hours per week for at least 6 months

**Responsible to:** Social Integration Coordinator

We would strongly encourage male applicants to apply for this position.

The Refugee Council is the largest charity working with asylum seekers and refugees in the UK and provides services to refugees in different cities. Volunteers are a key part of many of the services that support our clients and work alongside paid staff across the organisation.

The New Roots project helps refugees in Leeds in a number of areas. There are 3 partner organisations involved and they help with these things:

**Aspire**

Employment and training courses and workshops

**Connect**

Social Integration

Signposting and activities

**Engage**

Housing, health, benefits,

Migration advice

As part of the social integration activities, Refugee Council runs a weekly conversation class on Tuesdays 11.00-12.30.

**What will you be doing?**

* Welcoming and registering clients
* Leading conversation/English-based activities, with guidance from the Social Integration Coordinator
* Encouraging conversations with clients in English using extra resources or games
* Planning sessions, workshops and resources with the Social Integration Coordinator

**Do you have any of these useful skills?**

* Good communication and interpersonal skills
* Basic English language skills
* Willingness to empathise and learn about refugee issues
* Reliable and trustworthy
* Friendly and patient
* Pro-active
* Experience in teaching English or working with ESL students (desirable)

**What can you learn from this role?**

* Learn about refugee issues and different cultural backgrounds
* Interpersonal and communication skills
* Problem solving: exploring how to be creative with communication

**How we support our volunteers**

Volunteers are valued members of our teams and we provide them with support and development opportunities. Volunteers will receive regular planned support sessions with their supervisors.

Refugee Council allows volunteers to attend our professional training courses when possible, free of charge. Training will be discussed with you during support sessions with your supervisor.

Through sponsorship from the Marsh Trust, Refugee Council also provides volunteers with the opportunity to design and set-up a new service for new clients. There will be an opportunity to discuss this with your supervisor.

Volunteer roles are unpaid, but we can reimburse volunteers for lunch\* and travel costs. (Unfortunately our limited budget only allows for local travelling costs.)

\*when volunteering for a full day

ADDITIONAL INFORMATION

**Health & Safety**

The volunteer is responsible for:

Cooperating with the Refugee Council in delivering all legal responsibilities in respect of your own and your colleagues, volunteers, clients and others health and safety whilst at work.

Becoming familiar with the Refugee Council’s Health & Safety Policy and procedures including evacuation procedures at your workplace.

Carrying out risk assessments of your own work and especially of your own workstation to ensure that you do not expose yourself or others to unnecessary risk.

**Equal Opportunities Statement**

As part of its recruitment policy, the Refugee Council intends to ensure that no prospective or actual employee or volunteer is discriminated against on the basis of sex, race, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

**Contact information**

For more information, contact Amy McMillan:

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